



Commonwealth of Massachusetts  
**DEPARTMENT OF HOUSING &  
COMMUNITY DEVELOPMENT**

Mitt Romney, Governor ♦ Kerry Healey, Lt. Governor ♦ Jane Wallis Gumble, Director

**PUBLIC HOUSING NOTICE: 2006-8**

**CARBON MONOXIDE ALARM APPLICATION FORMS**

To: All Local Housing Authorities  
From: Marc A. Slotnick, Associate Director for Public Housing and Rental Assistance  
Ray Frieden, Director, Bureau of Housing Development and Construction  
Date: May 23, 2006  
Cc: MassNAHRO, MAHAMS, HUD - Office of Public Housing

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This is to advise your Authority that if you wish to take advantage of the **DHCD Carbon Monoxide Alarm Compliance Program for State-Supported Public Housing** you must complete a count of anticipated Carbon Monoxide (CO) Alarms needed for your state funded developments with buildings that contain fossil fuel burning equipment (FFBE) as soon as possible. If you are uncertain of how to calculate this number, please refer to the enclosed material. Attached are three standard forms for your use in recording the number of alarms needed and submitting requests for alarms and for installation allowances. The first, entitled **Standard CO Alarm Devices** is for requesting basic battery-operated stand alone alarms as required by the regulations and for certifying the installation of those alarms. The second, entitled **Reasonable Accommodation CO Sensors and Relays** is for those special cases where a tenant is eligible for such a device. The third, entitled **INVOICE for Installation of required Carbon Monoxide Alarms** is for use to invoice your lead Housing Authority (if you are a deficit authority and receive a subsidy) or DHCD (if you are a retained revenue authority) for your installation allowance or budget exemption. Your lead Housing Authority is either the Somerville or Worcester Housing Authority, depending on what county you are in.

If you are in **Essex, Middlesex, Norfolk or Suffolk counties**, your lead Housing Authority is the **Somerville Housing Authority (SHA)**.

If you are in **Barnstable, Berkshire, Bristol, Dukes, Franklin, Hampden, Hampshire, Nantucket, Plymouth or Worcester counties**, your lead Housing Authority is the **Worcester Housing Authority (WHA)**.

Please follow the attached instructions and submit the forms to DHCD for approval.

Aaron Beineke  
100 Cambridge Street, Suite 300  
Boston, MA 02114

or by FAX to (617) 573-1335

or as a PDF file e-mailed to [Aaron.Beineke@state.ma.us](mailto:Aaron.Beineke@state.ma.us)

Upon approval of the number by DHCD, authorization for the number of CO detection alarms will be sent to you, with a copy forwarded to the lead Housing Authority in your region (the Somerville Housing Authority or the Worcester Housing Authority) and to NorthEast Electrical Supply, the pre-approved vendor for the procurement. Upon approval of your requested number of CO detection alarms, you should contact NorthEast Electrical Supply to arrange for a convenient delivery schedule. The NorthEast contact is Howard Garber and his phone is (781) 401-8511.

When the CO alarms have been delivered, promptly submit the vendor's invoice, the signed packing slip, and a copy of the approved purchase application form, all stapled together, to the lead Housing Authority so that NorthEast can be paid promptly.

After you have installed all of the devices, submit a bill to the lead Housing Authority indicating on a copy of the approved form the dates of installation. You must sign the form to certify that as of the date the last device was installed, all of the devices for which an allowance is being requested were properly installed. If you are a "retained revenue" authority (do not receive a subsidy), submit this certification to DHCD for a budget exemption.

In the interests of efficiency, please do not submit requests for payments for fewer than 100 units or the total number of units in your state-supported portfolio, whichever is less.

Payments to the vendor and participating housing authorities will be made promptly after funds are made available to the lead Housing Authorities by DHCD.

If you have any questions about this process, please contact Bob Covelle (617-625-1152) at the Somerville Housing Authority or Ted Distaso (508-635-3115 [distasot@worchester-housing.com](mailto:distasot@worchester-housing.com)) at the Worcester Housing Authority for questions related to payments or Aaron Beineke (617-573-1175 [aaron.beineke@state.ma.us](mailto:aaron.beineke@state.ma.us)) or Robert Carreiro (617-573-1229 [bobc@sha-web.org](mailto:bobc@sha-web.org)) at DHCD for questions related to the program.